

Mapperley Golf Club: Privacy Policy

1. Scope of the policy

The Board of Directors (The Board) of Mapperley Golf Club (MGC) treats your privacy rights seriously. This privacy policy sets out how we will deal with your ‘personal information’, that is, information that could identify, or is related to the identity of, an individual. This policy should be read in tandem with the **MGC Data Protection Policy**.

2. What personal information do we collect and why?

Members of MGC

When you become a member of MGC you will be asked to provide certain information. This includes:

Type of Information	Purposes	Legal Basis for processing
Name, address, telephone number, email address & marketing preferences	Administering the member’s membership	For our Legitimate Interests in operating MGC
Date of birth	Managing membership categories which are age related To administer golf handicaps in accordance with requirements of <i>England Golf</i> and <i>CONGU</i> .	For our Legitimate Interests in operating MGC The Legitimate Interest of <i>England Golf</i> to monitor and run the Central Database of Handicaps (CDH)
Gender	To administer golf competitions in accordance with requirements of <i>England Golf</i> and <i>CONGU</i> . Provision of adequate facilities for members.	The Legitimate Interest of <i>England Golf</i> to monitor and run the Central Database of Handicaps (CDH) For our Legitimate Interests in making sure that we can provide sufficient and suitable facilities (including changing rooms and toilets) for each gender
Golf Handicap & CDH number	To administer golf competitions in accordance with requirements of <i>England Golf</i> and <i>CONGU</i>	The Legitimate Interest of <i>England Golf</i> to monitor and run the Central Database of Handicaps (CDH)
Subscription payments	Administering the member’s membership payments	For our Legitimate Interests in operating MGC
EPOS payments	Administering the member’s bar card transactions, including applying member discounts	For fulfilling the Contract with the member

Employees of MGC

When you become an employee of MGC you will be asked to provide certain information. This includes:

Type of Information	Purposes	Legal Basis for processing
Name, address, telephone number, email address, D.O.B., gender	Administering the employee’s contract of employment	For fulfilling the Contract with our employee
Bank account details and NI number.	Administering the employee’s payroll and pension	For fulfilling the Contract with our employee. For fulfilling our Legal Obligation with HMRC.

Visitors to MGC

When you make a booking for a Green Fee, Society or Open Competition you will be asked to provide certain information. This includes:

Type of Information	Purposes	Legal Basis for processing
Name, contact details & marketing preferences	Administering the visitor's golf booking	For fulfilling the Contract with the visitor

Suppliers to MGC

When you supply goods or services to MGC you will be asked to provide certain information. This includes:

Type of Information	Purposes	Legal Basis for processing
Name, contact details, bank account details	Placing orders and paying for goods and services	For fulfilling the Contract with the supplier

3. How do we collect this personal information?

Unless otherwise stated below, all the information collected is obtained directly from you:

Members

The information will initially be collected via membership application forms. At the point that you provide your personal information for membership purposes, we will also request that you provide your marketing preferences, i.e. whether you wish to receive communications about news, offers and events at MGC.

Employees

The information will initially be collected via job application forms/letters.

Visitors

The information will be collected at the time of booking, either in person, by telephone or online via the MGC website or a third party booking service.

Suppliers

The information will be collected at the time of placing an order, or from sources in the public domain such as websites.

4. Who do we share your personal information with?

Members

We may disclose information about you:

- Internally - to Board Members, employees and volunteers – as required to facilitate your participation in MGC activities.
- Externally – with England Golf and where we use external membership, tee booking and handicap management systems. Where such systems are used, the Board has scrutinised the Terms and Conditions of each supplier and judged that their digital and physical systems and procedures are secure.
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

Note: the term 'Volunteer' refers to any person, excluding employees and elected Board members of MGC, that voluntarily helps with the running of MGC.

Employees

We may disclose information about you to HMRC and your payroll and pension providers.

Visitors and Suppliers

We will not disclose information about you to any third party.

5. How long do we keep your personal information?

We need to keep your information so that we can provide our services to you. In most instances information about you will not be stored for longer than 2 years. The exceptions to this are instances where there may be legal requirements.

6. How your information can be updated or corrected

To ensure the information we hold is accurate and up to date, members need to inform MGC as to any changes to their personal information. You can do this by contacting the Membership team at any time:

Email: membership@mapperleygolfclub.org

Telephone: 0115 955 6672

Should you wish to view the information that MGC holds on you, you can make this request by contacting the Membership team – as detailed above. We will usually respond within 14 days of the request being made.

7. How do we store your personal information?

We have in place a range of security safeguards to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use, or modification. We follow accepted industry standards to protect any personal information you have provided to us. However, please be aware that no method of electronic storage can ever be 100% secure. Therefore – as is the case with any organization - we are not in a position to guarantee the absolute security of your information.

8. Availability and changes to this policy

This policy is available to view in the MGC clubhouse and on the MGC website. This policy may change from time to time. If we make any material changes we will make members aware of this via notice boards, the website and email.

9. Contact

If you have any questions about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact us:

Email: secretary@mapperleygolfclub.org

Telephone: 0115 955 6672